

MIAMI COUNTY COMMISSIONERS
25 N BROADWAY
PERU, IN 46970
October 15, 2013

Chairman Francis called the meeting to order. All members were present.

YMCA RURAL TRANSIT

Kathy Brehmer brought in the revised quarterly report. Commissioner West made a motion to sign the revised report. Commissioner Hamman 2nd the motion and it passed 3-0.

MINUTES

Commissioner Hamman made a motion to approve the minutes from October 7th. Commissioner Hamman 2nd the motion and it passed 3-0.

2014 HOLIDAY SCHEDULE

The Board received the 2014 holiday schedule. After some discussion, Commissioner West made a motion to approve. Commissioner Hamman 2nd the motion and it passed 3-0.

VOTE CENTER RESOLUTION

The Board was presented with a Resolution approving Miami County as a vote center county. Commissioner West made a motion to approve. Commissioner Hamman 2nd the motion and it passed 3-0.

COMMISSIONERS TAX SALE

Debbie Cunningham, Auditor's Office, came before the Board to inform them that the sale will take place in January or February and she needs to know what they wanted as the minimum bid. The last Commissioners sale had a minimum bid of \$15 and that barely covered the expenses. Commissioner West made a motion to set the minimum bid at \$20. Commissioner Hamman 2nd the motion and it passed 3-0.

CDWG

There was a bill presented for a new phone for the Prosecutors office. Commissioner West made a motion to have the Prosecutor pay for it out of Deferral funds. Commissioner Hamman 2nd the motion and it passed 3-0.

CLAIMS

Commissioner West made a motion to pay the claims. Commissioner Hamman 2nd the motion and it passed 3-0.

HIGHWAY

Brad Smith and Janice Clemons came before the Board to seek permission to ask for an additional appropriation out of phase 3 to purchase a truck for the Highway Engineer. Commissioner West made a motion to allow. Commissioner Hamman 2nd the motion and it passed 3-0.

Ms. Clemons also presented the advertisement for Highway supply bids. Commissioner West made a motion to allow the advertising for bids for Highway supplies. Commissioner Hamman 2nd the motion and it passed 3-0.

EMA

Kris Marks, EMA Director, presented the Resolution of Continuity of Government to the Board. Commissioner West made a motion to approve the Resolution. Commissioner Hamman 2nd the motion and it passed 3-0.

10:00

MEETING WITH DEPARTMENT HEADS AND ELECTED OFFICIALS
REGARDING HANDBOOK

Commissioner Francis explained to the group that the Board of Commissioner wanted to meet with them to go over changes that were made to the handbook and go over a list of concerns that they have received.

1. Comp Time – There was concern over the 20-hour limitation on comp time. Commissioner Francis explained that there are some employees with a tremendous amount of comp time and when someone leaves, they are paid for that comp time. This causes a burden on the department because any comp or vacation time that is paid out – the department head cannot hire anyone until the time-frame for that pay has passed. Employees need to have their comp time down to 20 hours by the end of December 2014.

Becky Morris, Treasurer, informed the Commissioners that at tax time it is not possible for her 1st Deputy to use her comp time in a 30 day period. The Commissioner said she would need to use any time above 20 hours. If for some reason that became an issue, she could come before the Board.

Kris Marks and Kurt Kiefer both asked if their departments are considered the same as the Sheriff's department and the Highway and exempt from the 20 hour limit.

Brian Engle asked about comp time when going to training if using the county owned vehicle. Commissioner Francis said that travel to and from training is not considered for comp or overtime. Susan Rice asked if they could check on that because she believes it is. Commissioner Frances stated that his wife works for a school corporation and she does not get travel time as comp or overtime but will ask the County Attorney.

2. Calendar verses Anniversary date – Commissioner Frances stated that they are considering changing from anniversary date to calendar because it is very difficult for the larger departments to keep up with anniversary dates but if they decide to make the change it will not happen until 2015.
3. Bereavement – There was concern expressed about only 1 day for grandparents. Susan Rice asked if there would be an exception for people who were raised by their grandparents instead of parent. The Board said the employee could always come before them and ask. Clarification was asked for regarding "all step relatives". The Board will clarify that in writing.
4. Dress code – all shoes must have a back on them as a matter of safety. There has been falls from shoes slipping off. Even though the Courthouse observes casual Friday's, T-shirts are not allowed. These are professional jobs and if an employee wants to take advantage of casual Friday, they could wear nice jeans and a nice shirt. Recorder Brenda Weaver asked if that applies to Elected Officials. Commissioner Francis said he is aware they do not have any say over other elected officials. Commissioner Hamman stated he does not agree with casual Friday and hates to see people wearing awful t-shirts and ragged jeans. He would ask that employee show some respect.

Angie Bever stated that she has a dress code for her office and monitors it. Who will be responsible to monitor other departments? The Commissioners hope that each department head will take that responsibility.

5. Vacation time – The maximum vacation days currently is 30. Those that have already reached that will remain there but for those who have not, the maximum will be 25 days. Veteran officer Jay Kendall asked why they made the change. Commissioner Francis said it all goes back to the spending of tax dollars. If an employee gets 5 weeks of vacation, 14 paid holidays, 6 sick days and 2 personal days and longevity pay, it adds up to quite a bit. Most Counties have 20 vacation days as the max. Mr. Kendall said there are counties that give 20 days of vacation after 10 years and asked if that was a possibility. Becky Morris, Treasurer, asked how many are at the 30-day level

and Commissioner Francis stated not very many. Mrs. Morris said people should get a little extra for staying that long.

Elise Kordis, Museum, stated that the Museum is not open on Mondays, so when a holiday falls on Monday, they take it at a different time. Commissioner Francis said they would have 90 days to use the time.

6. Applications – Commissioner Francis asked that everyone makes sure they turn in a copy of the application to the Auditor's office when they hire someone.
7. Commissioner Francis asked all department heads to make sure all employees turn in the signature sheet. It does not mean they agree, just that they have received it. Mr. Kendall disagreed. Commissioner Francis said they did not have to agree with the policy but they do have to be compliant with it. Judge Spahr asked if they should wait for the adjustments/amendments to be done before they have the employees sign it. Commissioner Francis asked they go ahead and sign now, when the revisions are made, they will be sent out to all employees.

Brenda Weaver, Recorder, informed the Commissioners that she had an issue with the computer policy (page 67). She stated that she had 2 systems on her computers and if all of the computers in her back room was occupied, she would get up and let someone sit at her desk and work on her computer. She stated that she has a public log in on all of her computers. John Evans, IT Director, stated he was concerned about security issues. Commissioner West asked if she had a public log in on her computers, what needed to be changed in the policy. Mrs. Weaver said nothing but she wanted them to know that she had written and implemented her own policy for her office and she would share that with them.

8. Short Term Disability – An employee must use all of their time (vacation, sick, personal, comp etc.) before starting short-term disability.

*Vehicle search – This applies to county owned vehicles.

*Commissioner Francis will do an amendment to list exempt/non-exempt positions.

*Mrs. Weaver stated she views the handbook as a tool for department heads. Commissioner Francis stated that it is the minimum requirement but department heads can add to it.

IT

John Evans, IT Director, explained that the warranty is up on a unit that holds 40 virtual servers on it. The cost of a 1 year extended warranty is \$7,820. Commissioner West made a motion to purchase the warranty. Commissioner Hamman 2nd the motion and it passed 3-0.

Mr. Evans phone is broken and he requested to get a new one. He can get an I phone 4 for free, a I phone 5C for \$100 or an I phone 5S for \$200. Commissioner West made a motion to allow Mr. Evans to purchase an I phone 5S. Commissioner Hamman 2nd the motion and it passed 3-0.

CASA

Kurt Kiefer, CASA, explained to the Board that kids are placed everywhere and they have to go where they are and they must see them once a month. He has 60 volunteers. Mr. Kiefer currently has 50 hours of comp time and stated he would have the same amount next year just because of the nature of the work they do.

Mr. Kiefer also informed them that the annual dinner for the volunteers would be December 7th.

DOWNTOWN OPEN HOUSE

The Board received a request for a live Nativity scene on the Courthouse lawn the night of the Downtown Open House. Commissioner West made a motion to allow. Commissioner Hamman 2nd the motion and it passed 3-0.

PAYROLL

The Auditor made a note that she approved all of the payroll except for one employee whose time card is incorrect. All other payroll will be direct deposited with the exception of that one. Commissioner West made a motion to approve the payroll with the exception of the one incorrect time card. Commissioner Hamman 2nd the motion and it passed 3-0.

Commissioner Hamman made a motion instructing the Auditor issue a manual check in the event the time card was corrected. Commissioner West 2nd the motion and it passed 3-0.

VACATION TIME

A request was made to allow Steve McAuliffe to carry over 6.5 days of vacation to be used by the end of October. Commissioner West made a motion to allow and Commissioner Hamman 2nd the motion. Motion passed 3-0.

Commissioner West made a motion to adjourn. Commissioner Hamman 2nd the motion and it passed 3-0.

Adjourned

MIAMI COUNTY BOARD OF COMMISSION

_____, **Chairman**
Joshua Francis

_____, **Vice Chairman**
Larry West

_____, **Member**
Jerry Hamman

Attest: _____, **Auditor**
Jane Lilley